

Easy IEP Additional Services Request Module

How to request an additional service

1. Select "Students" from the top green menu bar
2. Search for the student by "Student Last Name", "Student First Name" or "Student ID"
3. Select "View Students" to locate the student in Easy IEP.

The screenshot shows the Easy IEP by PCG Education interface. At the top, there is a green menu bar with 'Log Off', 'Main Menu', 'Students', 'ASR Status', and 'My IEP'. The 'Students' menu item is highlighted. Below the menu bar, there is a search form with fields for 'Grade Level' (set to 'All Grades'), 'School' (set to 'All Schools'), 'Student Last Name', 'Student First Name', 'Student Middle Name', and 'Student ID'. To the right of the search form, there are three buttons: 'View Students' (highlighted with a red box), 'Advanced Student Search', and 'View My Caseload'.

Locate the student in Easy IEP. If the student is not found in Easy IEP, contact Amelie Williams at Amelie.Williams@houstonisd.org for an alternate method to submit the request for screening.

4. Select "Additional Services Request" from the blue menu bar at the top.
5. Select the type of "Additional Service" you are requesting.

The screenshot shows the 'Additional Services Request' form in the Easy IEP interface. At the top, there is a blue menu bar with 'Log Off', 'Main Menu', 'Students', 'ASR Status', and 'Additional Services Request'. The 'Additional Services Request' menu item is highlighted. Below the menu bar, there is a section titled 'ADDITIONAL SERVICES REQUEST' with three buttons: 'Request for Occupational Therapy', 'Request for Physical Therapy', and 'Request for Assistive Technology'. Below these buttons, there is a table with three columns: 'Date/Time Generated', 'Document Type', and 'Created By'.

Date/Time Generated	Document Type	Created By
2016-08-29 14:21:00	Final ASR - Response - ATAS	Elizabeth A Goodrich
2016-08-29 14:18:00	Final ASR - Request - ATAS	Elizabeth A Goodrich

Go to "Additional Services Request". Select the type of "Additional Service" you are requesting. If you do not see an options for the type of "Additional Service" needed, there may be an open service request previously submitted making the option to request that service again unavailable. If this is the case you would see the open request document listed in the table below the "Additional Service" options.

6. Review the "Demographic Information". Complete any information that is not prefilled or incorrectly prefilled.
7. Click on the arrow next to "Request"
8. Complete the remainder of the form information.
9. Create a Final ASR-Request to submit the form

The screenshot shows the 'Demographic Information' form in the Easy IEP interface. At the top, there is a green menu bar with 'Demographic Information' highlighted. Below the menu bar, there is a form with fields for 'Program', 'Student ID' (prefilled with 'TESTESTER'), 'School' (prefilled with 'Test School'), 'Campus Person', 'Email', and 'Disability(ies)'. Below the form, there is a section titled 'REQUEST FOR SCREENING' with two buttons: 'Create Draft ASR - Request - OT' and 'Create Final ASR - Request - OT' (highlighted with a red box). At the bottom, there are three buttons: '<< Go Back to Menu', 'Save & Display Errors', and 'Show Document'.

Review the "Demographic Information". Complete any information that is not prefilled or incorrectly prefilled. Click on the arrow next to "Request". Complete the remainder of the form information. Create a Draft ASR-Request to preview the request information you are about to submit. Create a Final ASR-Request to submit the form